



Montana Department of Corrections Professional Development Bureau Course Catalog

Course	Description	Hours	CEU's
Administrative Investigations	The scope of the training is to provide key staff personnel with the ability necessary to assist Division Administrators in conducting administrative investigations involving misconduct and grievance issues, including complaints of inappropriate employee conduct, and employee policy and procedure violations. The training is intended to provide the student with the essential investigative knowledge and skills required to conduct quality administrative investigations and provide them with an understanding of the DOC investigative structure and guidelines which drive all such investigations in accordance with DOC and State policy and related Federal law and procedure.	40	
Adult Learning types	After completing this module participants will be able to: <ul style="list-style-type: none"> • Demonstrate principles of adult learning in an instructional model. • Describe their own learning style and that of other participants using the information presented in this class • Relate learning style characteristics to the experiential learning cycle. • Use the learner characteristics discussed in class to target communication for each learning style during training. 	4	
Advanced Instructor Development	Participants will be able to: <ul style="list-style-type: none"> ✓ Conduct learner centered instruction. ✓ Conduct a training assessment. ✓ Write appropriate performance objectives. ✓ Utilize the ITIP model for instructional design. ✓ Evaluate instructional strategies. ✓ Choose appropriate training evaluations. ✓ Design training aids. ✓ Develop a training design Pre-Requisites: <ol style="list-style-type: none"> 1. Completed a basic training-for-trainers course 2. Have substantial experience conducting training using prepared lesson plans. 3. Completed the NIC online course "How to Develop Effective Performance Objectives" 	24	
Avoiding Offender Manipulation	Course is designed to remind staff that offenders manipulate staff on a daily basis. It teaches manipulation tactics and how to recognize and deal with them appropriately	4	
Avoiding Your Day in Court	This highly interactive workshop explores liability issues of concern to trainers and training managers, as well as several innovative alternatives to classroom training that meet the criteria for legally defensible training. It also reviews the elements of a solid training documentation system. The workshop culminates with the creation of an individual action plan for applying the information obtained in the workshop.	4	
Basic Facilitation Skills	Upon completion of this training, participants will be able to: <ul style="list-style-type: none"> • Assess the role of the facilitator, identifying factors that contribute to a success group outcome. • Assess and value the importance of group facilitation • Analyze facilitation experiences comparing successful & problematic group experiences. • Distinguish the curative factors and communication skills associated with groups. • Relate the process of communication and facilitative listening skills to current group activities and design appropriate responses to manage group interactions. • Examine the five stages of "Group Development" and distinguish techniques for moving the groups through them • Examine the six stages of "Individual Development" and evaluate the relevancy to the process of change. • Create an atmosphere for change 	16	
Basic Officer (Staff) Safety	Upon completion of this training block the student will be able to: <ul style="list-style-type: none"> • Recognize the symptoms of the Sympathetic nervous system activation. • Recognize the symptoms of Parasympathetic back lash. • Have a basic knowledge of the relative positioning model 	8	



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	<ul style="list-style-type: none"> • Understand the use of force continuum and the one plus one theory. • Be able to apply hand cuffs on an offender in a standing and prone position as defined in the guide lines of PPCT. • Be able to apply the proper hands on escorting technique and joint lock as defined in PPCT. • And be able to effectively apply defensive counter strikes as defined in PPCT. 		
Basic Instructor Development	<p>Upon completion of this training, participants will be able to:</p> <ul style="list-style-type: none"> ✓ Deliver established curriculum. ✓ Know the needs of adult learners and learning theory, characteristics of learners and learning styles. ✓ Manage the learning environment. ✓ Use a lesson plans following the ITIP Instructional Theory Into Practice format. ✓ Know what the performance objectives, teaching methods and instructional strategies are. ✓ Know the appropriate use of training aids. 	40	
Behavior Based Interviewing	<p>Upon completion of this designated training block the student will be able to:</p> <ul style="list-style-type: none"> • Students will be able to explain the shortcomings of most selection interviews. • <i>Students will be able to state the benefits of effective selection.</i> • <i>Students will be able to Outline the steps involved in a Behavioral Interview.</i> • <i>Students will be able to identify sources of error and bias in the typical interview.</i> 	8 – 2-4 hour sessions	
Building an FTO Program	<p>Upon completion of this training, participants will be able to:</p> <ul style="list-style-type: none"> • Identify the roles and responsibilities of an FTO • Identify the different learning styles and how they can influence an FTO program • Identify how different personalities influence an FTO program • Identify Professionalism and Ethical Issues and how they relate to the FTO program • Identify the Cultural issues that influence an FTO program • Develop Counseling, Coaching and Disciplining techniques that will enhance the success of an FTO program • Develop an Individual FTO Program outline that can be integrated into their employing agencies training program. 	24	
Career Survival Tactics - Professionalism and Ethics	The Course is designed to enhance professional behavior through ethical decision making awareness and the consequences for unethical behavior.	4	
Cell Extraction	<p>Upon completion of this designated training block the student will be able to:</p> <ul style="list-style-type: none"> • Determine the need for a cell extraction. • Recognize and utilize equipment for cell extraction. • Complete and utilize cell extractions in all positions and responsibilities of the team. • Administer debriefing 	4-8	
Clinical Restraints Device	The goal of this course is to familiarize correctional staff with the proper use and application of the “ERC” Emergency Restraint Chair.	2	
Clothed Search	<ul style="list-style-type: none"> ✓ Students will understand the importance of a properly conducted clothed body search ✓ Students will review MSP policy 3.1.17 ✓ Students will learn proper communication skills when performing a clothed search ✓ Students will perform a clothed search <p>Students will understand safety issues when performing a clothed search</p>	2	
Cognitive Principles and Restructuring - Facilitator - Adult	<p>Upon completion of this training, participants will be able to:</p> <ul style="list-style-type: none"> ✓ Teach offenders the 4 steps to self-change ✓ Describe and recognize criminal foundation errors utilized by offenders. ✓ Implement a cognitive restructuring program segment to address foundation errors. ✓ Describe and recognize criminal cycles utilized by offenders. ✓ Implement a cognitive restructuring program segment using criminal cycles 	24	24



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	<ul style="list-style-type: none"> ✓ Understand the purpose of a thinking error report. ✓ Implement the use of thinking reports with offenders ✓ Describe the difference between the three phases of CP&R 		
Crossing Boundaries	Addresses personal/professional boundary issues experienced by correctional employees while working with offenders in any capacity and how to recognize these issues. The course then proceeds to describe useful and effective self-care tools as well as organizational strategies that optimize employee's ability to overcome red flags, personal boundary issues, and effective work with offenders.	4	3.5 (LAC)
Crime Scene Preservation	This course will give staff some tools to properly take care of evidence or preserve a crime scene to aid in holding the suspect accountable.	2-4	
Defensive Tactics (PPCT)	Review or refresher of PPCT defensive tactics techniques – includes: Handcuffing; Take downs; Escort techniques; Pressure Points; and Use of Force Human Factors	4-8	
Essential Skills for New Supervisors	<p>This course will sharpen your leadership & communication skills. You will learn:</p> <ul style="list-style-type: none"> ❑ The roles and responsibilities of a new supervisor ❑ How to communicate effectively as a supervisor ❑ How to effectively use problem-solving approaches as a supervisor ❑ How to identify workplace conflict and strategies to managing them ❑ How to work together as a team to accomplish organizational and personal goals ❑ Complete a supervisory development plan <p>**This course is designed for new Supervisors</p>	36	
Fatigue to Fulfillment	Addresses psychological challenges experienced by correctional employees due to workplace stressors and ways to overcome them. The course then proceeds to describe useful and effective self-care tools as well as organizational strategies that optimize employee well-being and help create and sustain a positive organizational climate.	4-8	
Firearms Instructor	Develop new firearms instructors with the skills to train staff on the proper use and safe handling of firearms and to develop scenarios for the employee; when to engage a suspect with the use of a firearm and to instill confidence with the weapons to successfully complete their firearms qualifications.	40	
Handcuffing-PPCT	<p>Upon completion of this designated training block the student will be able to:</p> <ul style="list-style-type: none"> • Name the three categories of subjects that an officer may face during handcuffing. • Name the five levels of the Relative Positioning Model. • State which Relative Position an officer should use while approaching an offender using the speedcuffing method. • Demonstrate the PPCT speed cuffing method using the Push-Push (double push) method. 	2	
Inmate Discipline	Upon completion of this training session, participants will be able to complete a Disciplinary Infraction Report form selecting the correct minor or major infraction rule.	2	
Interpersonal Communication	<p>Upon completion of this designated training block the student will be able to:</p> <ul style="list-style-type: none"> • Discuss and demonstrate the practical training strategies of coaching and role playing as critical for learning IPC skills. • Explain their own expectation and objectives for this course. <p>Audience: Employees new to Correction Detention Officer work-</p>	4-8	
Investment in Excellence – Phase I & Phase II	<p>THIS PROGRAM FEATURES LOU TICE WHO HAS BEEN CALLED ONE OF THE FINEST EDUCATORS OF OUR TIME. HE IS INFORMATIVE, ENLIGHTENING AND EASY TO LISTEN TO. MORE SPECIFICALLY, HE HAS A WEALTH OF SOLID INFORMATION THAT WILL HELP YOU BETTER UNDERSTAND:</p> <ul style="list-style-type: none"> • WHY YOU THINK, FEEL AND BEHAVE THE WAY YOU DO. • HOW TO INCREASE YOUR COMFORT LEVEL IN NEW SITUATIONS. • HOW TO IMPROVE YOUR LEVEL OF PERFORMANCE IN ANY AREAS YOU CHOOSE. • HOW TO DRAMATICALLY REDUCE YOUR LEVELS OF STRESS, TENSION AND ANXIETY. • HOW TO IMPROVE THE QUALITY OF YOUR RELATIONSHIPS – AT HOME, AT WORK AND WHEREVER YOU GO. • HOW TO SET AND ACHIEVE GOALS THAT REALLY MAKE A DIFFERENCE IN YOUR LIFE. 	40	15 (LAC)
Job Profile	To provide students with basic knowledge and skills so that they may complete a Job Profile accurately indicating the duties and requirements of jobs.	2	



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Mental Health & Suicide Intervention	This course identifies signs and symptoms of mental illness and outlines appropriate management of those inmates with mental illness. The training identifies correct procedures to refer inmates to mental health as well. This course outlines signs, symptoms, and risk factors of suicide and illustrates how to deal with suicidal inmates. The lesson plan also identifies MSP's suicide risk management plan that staff should follow before, during, and after suicide attempts. This training adheres to the National Commission on Correctional Healthcare's training standards for mental health.	4	
Middle East Terrorism & Islamic Extremism	The intent of this training is to provide DOC employees with an overview of the Middle East focusing on history of the Middle East, creation of terrorism in the Middle East, culture of the Arab Nations & Muslims in general, the religion of Islam, Sunnis & Shiites and extremists ideology.	4	
Mindful Supervisor	This course will provide participants: <ul style="list-style-type: none"> ❑ Knowledge and skills practice to deepen self-awareness and ability to focus on the moment ❑ Values clarification ❑ Integration of mindfulness into the essential interpersonal communication skills of listening, feedback and conflict ❑ Improve effectiveness as supervisors **This course is designed for seasoned supervisors	24	
Motivational Interviewing (Effective Communication)	To provide practitioners, who are working with resistive, chemically dependent or criminal populations, with specific knowledge, skills and techniques to more effectively reduce offender resistance, increase offender motivation to change, and reduce individual criminal risk. **Pre-Requisite training to take MORRA & WRNA	24	24
Multi-Generational Workforce in Corrections	The corrections profession is experiencing symptoms of inter-generational conflict. Each generation has different expectations and needs in their jobs and careers. To effectively build on the strengths of each generation, we must recognize and understand those differences. Understanding how the generations grew to become who they are, appreciating their differences, and listening to the needs of multi-generational co-workers are the first steps to finding solutions to multi-generational conflict.	4	
Offender Manipulation	The goal of this training course is to prepare staff members for the challenging task of recognizing, shutting down, and redirecting offender manipulation. Staff members will ideally understand that manipulation is used by all people in one form or another, but will form a deeper understanding of why offenders use it in a more deviant manner.	4	
Office & Personal Security	This course is designed to assist participants in identifying areas of possible security concerns in their work environment and to evade possible physical altercations; develop an office safety plan for your work area; identify and discuss human factors and behaviors that may lead to a critical incident and how your body will respond if confronted with a stressful critical incident; provide and practice physical techniques to prevent or escape a physical altercation.	6	
Office Safety	Safety matters. Your ordinary office routine may seem safe enough. You probably take the elevator or stairs, use the coffee maker, open and close filing drawers and lift stacks or files comfortably and easily every day. These daily office activities may seem second nature to you, but they can be more dangerous than you might suppose – especially because you and your co-workers don't expect problems. Today you will learn to look with new eyes for these common safety hazards in your office.	4	
On-Line Training	http://cor.mine.mt.gov/Training/online.mcp		
Parole Report Writing	The workshop will cover: <ul style="list-style-type: none"> • What a parole report is. • Who the Parole Board members are and how they get appointed. • What the Parole Board member's qualifications are. • How the Parole Board uses the report in making a release decision. • The format of the report. • The importance of a parole report 	3	
PREA-Initial (For New Employees)	<ul style="list-style-type: none"> • New employees will understand the <i>Prison Rape Elimination Act</i> (PREA) and the PREA final standards, and how the law and regulations affect their agency, facility, and daily work duties, including: 	2	



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	<ul style="list-style-type: none"> ○ How to execute first responder duties appropriately and effectively; ○ How and to whom to report allegations, suspicions, or knowledge of sexual abuse or sexual harassment of an inmate, resident, or detainee; ○ How to preserve physical evidence of sexual abuse; ○ How to effectively and professionally interact with victims of sexual abuse in confinement; and ○ How to detect signs of sexual abuse and sexual harassment. 		
Report Writing	Class is designed to educate on the purpose and process of report writing. It offers information on common mistakes in correctional reports, commonly misspelled words, and writing style errors, while providing alternatives and suggestions on how to improve in these areas. There will be many handouts and reference guides to take home for extra practice or to use as a "cheat sheet" while writing reports on the job.	4	
Restraints	The goal of this class is to familiarize the students with the use of various types of restraints that they may use on the job and their proper application.	2	
Rise & Fall of Super Women	Upon completion of this training, participants will be able to: <ul style="list-style-type: none"> • Analyze and discuss the myths and social impact on personal / professional expectations • Distinguish attributes of a "superwoman" and the effects of this mindset • Exam health issues associated with this mindset • Create and implement strategies to manage and develop balance with work, home and self 	4	
Scenario Based Training	To provide comprehensive guidance and tools to examine staff during training programs to evaluate individual knowledge, skills and abilities. This training philosophy is the accelerated acquisition of higher-level decision-making skills. Such skills are necessary to prevent and/or decrease Use of Force incidents, accidents and liability.	16	
Security Threat Groups	The overall goal of this training course is to familiarize criminal justice employees with the basic concepts of Security Threat Groups (STG), so that STG activity, members, and recruitment can be recognized and documented in an attempt to control and minimize the amount of gang activity in the state of Montana. This course is relevant to correctional institutions, community corrections, and law enforcement agencies.	4	
Sexual Harassment & Discrimination	The goal of this training is to provide our staff insight of what sexual harassment and discrimination is and what we need to do to prevent, report, and eliminate sexual harassment and discrimination at our facility. It is imperative we all understand and can recognize harassment, learn the appropriate ways to handle complaints, and promote a positive work environment	4	
Stalking	Students will be able to: <ul style="list-style-type: none"> • Understand current laws pertaining to stalking • Identify traits of a potential stalker • Identify potential for violence • Develop a course of action in regards to personal safety 	2	
Staff Supervision-Nuts & Bolts of Supervision	This three (3) day course will provide new supervisors & managers within the Department of Corrections with the basic knowledge & skills needed to be successful supervisors. The course will cover the basics of supervision including: <ul style="list-style-type: none"> ✓ Necessary supervisory competencies needed to be a successful supervisor ✓ Ethical decision-making for supervisors ✓ Performance Management & Evaluation, including the principals & consistent application of employee performance management & evaluation to proactively increase job performance & productivity ✓ Progressive Discipline, including the need for consistent application of disciplinary actions & applying the steps in progressive discipline ✓ Tools to recognize & handle all types of employment discrimination, including Sexual Harassment, ADA, EEO and Workplace Violence ✓ Recruitment and selection, including the basic knowledge & skills needed to recruit, hire & keep the right people for the job ✓ Identify Correction specific Human Resource duties such as <ul style="list-style-type: none"> ➢ Attendance ➢ Leave 	24	



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	<ul style="list-style-type: none"> ➤ Workman's Compensation ➤ Record Keeping <p>**This course is for new supervisors</p> <p>**Pre-Requisite On-line Training – 4 Tools of the Trade On-Line Training: Holidays, Preventing Workplace Violence, Leave & Employee Privacy</p>		
Stress Management	Course defines stress and burnout and offers tips on effectively managing the negative consequences of stress and burnout.	4	
True Colors	The Course is designed to help people understand that the similarities and differences of all people leads to developing improved communication skills, greater appreciation of the uniqueness of self and others, and more meaningful relationships. This hands-on, interactive, energizing seminar will guide participants through the True Colors foundational experience. Practical and useful activities apply True Colors concepts to both personal and professional lives.	4	
Urine Analysis Testing	<p>Following this block of instruction, the student will be able to:</p> <ul style="list-style-type: none"> • implement proper procedures with regard to urine testing as outlined in Probation & Parole Standard Operating Procedure 160-1; • administer a urine analysis test to an offender safely and accurately; • identify ways offenders will try and usurp and/or corrupt the test in order to insure accurate test results; • submit urine samples to the appropriate laboratory in a manner that protects the integrity of the sample and the chain of custody; • recognize the different detection times of drugs in urine in order to maximize effectiveness in testing. 	2	
Unleash Your Leadership Competency Potential for Senior-Level Leaders & Executives	<p>Participants in this training will be exposed to a full range of leadership & supervisory skills instruction that will enable them to lead staff effectively in achieving their agency's mandated mission while moving toward a desired future. This training experience will provide the supervisor with a blueprint of this/her leadership competency potential, including a self-assessment/self-awareness profile, learning interventions, and action planning steps for development in at least one leadership competency/skill area.</p> <p>**6 ½ hours - Synchronous on-line training & 6 hours independent pre-work</p>	12.5	
Unleash Your Leadership Competency Potential for Supervisors	<p>Participants in this training will be exposed to a full range of leadership & supervisory skills instruction that will enable them to lead staff effectively in achieving their agency's mandated mission while moving toward a desired future. This training experience will provide the supervisor with a blueprint of this/her leadership competency potential, including a self-assessment/self-awareness profile, learning interventions, and action planning steps for development in at least one leadership competency/skill area.</p> <p>**6 ½ hours - Synchronous on-line training & 6 hours independent pre-work</p>	12.5	
Use & Application of Clinical Restraints	<ul style="list-style-type: none"> • Students will review MSP HS I -01.0 / MSP 3.1.8 • Students will learn proper procedure for authorization of clinical restraints • Students will Demonstrate how to place an inmate in clinical restraints • Students will understand safety issues when using clinical restraints 	2	
Use of Force - Intro	<p>Upon completion of this designated training block the student will be able to:</p> <ul style="list-style-type: none"> • Define Use of Force and determine when using force is necessary. • Determine whether a threat exists. • Determine the appropriate level of force to use in response to a threat. • Utilize and understand a Use of Force continuum. • Discuss the importance of Professionalism in a Use of Force situation. 	2	
Use of Restraints	<p>Upon completion of this training the correctional staff will be able to:</p> <ul style="list-style-type: none"> • Identify the various types of restraints and the proper application of all. • Perform an inspection and function check on each of the restraints. • Properly apply the restraints to ensure safety to staff and the offender. 	4	
Verbal Defense & Influence (VDI)	This nationally recognized training has very specific goals; increase officer safety, enhance professionalism and reduce complaints, vicarious liability and personal stress. The training provides officers with the principles and tactics to use "Presence of Words," to calm difficult people who maybe under severe emotional or other influences and diffuse potentially dangerous situations by redirecting hostile behavior	7-Initial 4- Refresher	6 (LAC)
Victim Services Training	<p>Upon completion of this training block, students will be able to:</p> <ul style="list-style-type: none"> • Access offender status information using the Victim Information and Notification Everyone (VINE) system and the Correctional Offender Network (CON). • Know what information VINE and CON provide and how to obtain 	3.5	



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	<p>additional information through the Department of Corrections Victim Information Specialist.</p> <ul style="list-style-type: none"> • Demonstrate to crime victims how to access offender information using the VINE and CON systems. • Show victims how to regain control over their lives and some sense of security through awareness of offenders' whereabouts and custody status. • Describe to victims and the public all victim services available through the Department of Corrections. 		
Weapon Retention-PPCT	The student will be able to retain their weapons, and if necessary disarm a subject in a deadly force encounter using the skills and knowledge taught in this section.	2	
Weapons Familiarization	<p>Upon completion of this training the student will be able to:</p> <ul style="list-style-type: none"> • Safely load, draw their duty ready handgun and engage their target, empty brass (magazine) reload and cover the target and holster the weapon. Then safely unload the weapon. • With their carbine (rifle) safely load the magazine, chamber a round and engage the target. Then safely unload the weapon. • With their shotgun load, chamber a round, engage their target. Then safely unload the weapon. 	4	
Women in Corrections	<p>Course is designed to educate women on the challenging factors associated with the Correctional Field, while giving tools on how to handle them. It offers tips on dealing with offenders and staff, while allowing for a supportive and encouraging learning environment.</p> <ul style="list-style-type: none"> ➤ History of Women in Corrections ➤ Dealing with "Cat Calls", sexual exposure, inappropriate compliments, inappropriate language & intimidation ➤ Verbal harassment from staff and inmates ➤ Professional communication differences between men & women ➤ Female personality types ➤ Sexual misconduct issues ➤ Learning How to Set Boundaries 	4	
Workplace Violence	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify the difference between Hostility and Violence • Recognize our own "Culture Condition" and identify how it effects our response • to confrontation • Identify how perceptions influence safety • Recognize the warning signs and verbal and non-verbal cues of potentially hostile and violent behavior, • Develop ways to defuse hostility • Identify techniques and countermeasures for personal and workplace protection 	4	